

Jefferson County Position Description

Name:	Department: Clerk of Courts
Position Title: Administrative Assistant II	Pay Grade: 3 FLSA: Non-exempt
Date: September 2014	Reports To: Clerk of Courts

Purpose of Position

The purpose of this position is to provide general, clerical, secretarial and administrative support services for the Family Court Commissioners and limited services for the Family Court Services (Mediators/Custody and Placement Evaluators).

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares Family Court and the Judicial Scheduling orders. Provides procedural assistance to pro se parties as to what to bring to the various hearings for preparation. Informs participants of available, required forms and legal pleadings and documents. Reviewing the submissions for completeness, consistency and accuracy.
- Routes the various pleadings that are submitted along with court files to the proper commissioner for review after drafting the appropriate responses.
- Monitors cases on a routine basis. Contacts parties and/or attorneys, courthouse offices, judicial assistant regarding case status. Monitors pending divorce files for accuracy, continuity of information and deadlines. Reviews cases for service documentation. Sets automatic review schedules on computer for cases.
- Reviews incoming documents routed to the commissioner's office for ex parte communication or other inappropriate communications and drafting appropriate letter responses relating to Wisconsin Statutes prohibiting this action.
- Updates the FCC calendars by scheduling hearings while coordinating with various litigants and attorneys' schedules. Schedules conferences, committee meetings, departmental and all court related appointments.
- Follows Commissioners instruction on the outcome of hearings. Preparing orders for signature if a case needs to go to an FCS study, prepare orders for appointments of guardian ad litem, payment orders etc. Coordinates with various attorneys for no conflicts and availability for hearings scheduled in the future.
- Maintains a Custody Study Log for the FCS evaluators and commissioners' review in order to determine the status of cases (pending and post-judgment) in relation to any scheduled trial dates coming up on the future.
- Prepares hearing notices and requests on motions, prepares orders as appropriate for signature. Distributes copies and mail to litigants and attorneys and agencies as appropriate. Most attorneys receive faxed copies. Prepares the outgoing mail from the FCC.
- Monitors cases for dismissal or continuation after 90-day reconciliation efforts. Prepares dismissal orders for signature if appropriate or establishes new scheduling orders where the case needs to go forward.

- Notarizes documents – on occasion the commissioner may require a party to prepare Affidavits which have to be notarized, before, during, or after a hearing has been held.
- Performs clerical/ bookkeeping activities. Confirms hours presented for department employee payroll time sheets.
- Reviews CCAP and other information to determine security needs and makes the necessary arrangements.
- Per Co-operative Agreement with the CSA, a two-week time study needs to be completed quarterly and submitted.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Maintains confidentiality and observes all applicable SCR ethical rules.
- Assists Family Court Commissioner preparing annual budget and collects data for annual report.
- Reviews C-CAP records and other information to determine security needs and makes security arrangements.
- Checks conflicts for juvenile court G.A.L.

Other Requirements

N/A

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with 2-3 years customer service experience, preferably in a legal setting or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Previous exposure to family law preferred.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date